

**CALL TO ORDER**

Mayor Bischoff opened the meeting at 7:00 p.m.

**“Sunshine Law” Announcement:** Adequate notice of this public meeting has been provided by the Annual Notice; mailed electronically to the Hunterdon Democrat and Courier News; posted on the public bulletin board and on file in the Municipal Clerk’s Office.

**FLAG SALUTE**

**ROLL CALL** Present: Mr. Severino, Mr. Mazza, Ms. McBride, Mrs. Dziubek, Mr. Bischoff  
Others Present: J. Peter Jost, Esq., and Ella M. Ruta, Clerk

Mayor Bischoff presented former Committeeman Rob Haynes with a plaque in appreciation of his many years of service to Union Township.

**APPROVAL OF PRIOR MEETING MINUTES**

a. Regular and Executive Session Meeting Minutes of April 20, 2011

Mr. Bischoff had corrections to p. 12, Mayor’s Report, the last paragraph, last sentence add “and/or repainting as necessary.

Voice Vote	Moved	Seconded	Ayes	Nays	Abstain	Absent
Mr. Severino		X	X			
Mr. Mazza			X			
Mrs. Dziubek	X		X			
Ms. McBride					X	
Mr. Bischoff			X			

Motion carried as amended.

**VISITORS** - None

**REPORTS RECEIVED**

- Road Dept - Weeks Ending 4/15/11; 4/21/11
- Tax Collector – April 2011
- OEM Coordinator – The Mayor requested that future reports be computer generated.
- Tax Assessor – not submitted
- Zoning Officer – The Mayor questioned the format in which the report was submitted. The clerk said Zoning Officer is now setup with the new format.
- Ms. McBride noted that the Road Dept. can take down the 35 mph sign on Strotz Rd. Mr. Mazza will handle.
- The fee for a sign permit has not been established. The Attorney dictated the following resolution:

**RESOLUTION #2011-71  
UNION TOWNSHIP, HUNTERDON COUNTY  
ESTABLISHING FEE FOR A SIGN PERMIT**

Be it resolved that pursuant to Chapter XXX, Section 30-8 through 30-8.31 of the Union Township Land Use Code Sign Ordinance the fee for a sign permit application is hereby established at \$25.00.

Voice Vote	Moved	Seconded	Ayes	Nays	Abstain	Absent
Mr. Severino			X			
Mr. Mazza			X			
Mrs. Dziubek		X	X			
Ms. McBride	X		X			
Mr. Bischoff			X			

Motion carried

- Engineer's Report – not submitted

### CORRESPONDENCE/WRITTEN COMMUNICATIONS

Ms. McBride mentioned the following correspondence:

- Statement of Support for Statutory Funding Compliance.

**Motion:** To authorize Mayor Bischoff to sign and return a statement to the NJLM in support of full statutory distribution of Energy Tax Receipts and CMPTRA Revenue Replacement funding.

Voice Vote	Moved	Seconded	Ayes	Nays	Abstain	Absent
Mr. Severino			X			
Mr. Mazza			X			
Mrs. Dziubek		X	X			
Ms. McBride	X		X			
Mr. Bischoff			X			

Motion carried

Mrs. Dziubek mentioned the following correspondence:

- Census Bureau – Opportunity to challenge 2010 census counts of housing units and group quarters.
- NJ Department of Treasury - FYI Cell tower notice for Blk 22, Part of Lot 1 (Hunterdon Developmental Center).
- ETI Consultants. Application for Letter of Interpretation, Block 12, Lot 8.03.

Mr. Mazza mentioned the following correspondence:

- HC Engineer – Drainage Improvements for County Routes 513, 519, 601. Largest portion of improvements are in Franklin Township. Brief discussion.

Mr. Severino mentioned the following correspondence:

All topics covered.

Mr. Bischoff mentioned the following correspondence:

All topics covered.

**PUBLIC COMMENTS**

Frank Castellano, Race St. At Mr. Castellano's request, the Township put up two deer crossing signs on Race St. One has disappeared and needs replacing. Mr. Mazza will handle.

**PUBLIC HEARING****ORDINANCE #2011-7**

**AN ORDINANCE FIXING AND DETERMINING MUNICIPAL CLASS POSITION TITLES AND  
SALARY RANGES FOR CERTAIN OFFICERS AND EMPLOYEES OF THE  
TOWNSHIP OF UNION, COUNTY OF HUNTERDON, NJ – 2011**

Motion to open public hearing

Voice Vote	Moved	Seconded	Ayes	Nays	Abstain	Absent
Mr. Severino			X			
Mr. Mazza			X			
Mrs. Dziubek	X		X			
Ms. McBride		X	X			
Mr. Bischoff			X			

Motion carried

Questions/Comments – none

Motion to close public hearing

Voice Vote	Moved	Seconded	Ayes	Nays	Abstain	Absent
Mr. Severino	X		X			
Mr. Mazza		X	X			
Mrs. Dziubek			X			
Ms. McBride			X			
Mr. Bischoff			X			

Motion carried

Motion to adopt

Voice Vote	Moved	Seconded	Ayes	Nays	Abstain	Absent
Mr. Severino			X			
Mr. Mazza	X		X			
Mrs. Dziubek		X	X			
Ms. McBride			X			
Mr. Bischoff			X			

Motion carried

**OLD BUSINESS**

**RESOLUTION #2011 -** : Approving payments for Taxes by Credit Cards – Tabled

**Discussion** – The proposed Renewable Energy Ordinance - Tabled

**Motion to Approve:** 2011 Quarry License Renewal – Green Cycle of Hunterdon LLC – Not in the Township Committee's jurisdiction and should be referred to the Planning Board. The Attorney will write a letter to Mr. Plushanski.

**NEW ORDINANCE** – 1<sup>st</sup> Reading

**NEW BUSINESS**

a. The following resolution was introduced for adoption:

**RESOLUTION #2010-72  
UNION TOWNSHIP; HUNTERDON COUNTY  
2011 SALARY RESOLUTION**

WHEREAS, a salary ordinance has been adopted by the Township of Union, Township Committee, indicating salary ranges; and

WHEREAS, the Township committee has determined the amount that each employee is to be paid for the year 2011 as follows:

Salaries are for a period of one year unless otherwise noted:

**ADMINISTRATIVE**

Mayor	\$ 4,800.00
Township Committee	4,500.00
Township Clerk	50,918.50
Administrative Assistant	18.36 p/h
Registrar	4,080.00
Tax Collector	15,000.00
Tax Assessor	38,666.00
Certified Municipal Finance Officer	31,000.00
Payroll Administrator	4,800.00
Accounts Payable Clerk	3,200.00
Emergency Management Coordinator	5,516.00
Deputy Emg. Mgm. coordinator	1,103.50
911 Coordinator	2,640.00

**PUBLIC WORKS DEPARTMENT**

Foreman	64,253.00
Public Works Staff No. 1	45,563.50
Public Works Staff No. 2	44,791.50
Public Works Staff No. 3	40,571.50
Public Works Staff No. 4	39,882.00

Part Time/Emergency Employee (By Appointment) 12.50/hr.

**PUBLIC SAFETY**

Public Safety Officer 5,200.00

**LAND USE DEPARTMENT**

Zoning Officer 11,000.00 1/1/11 – 4/30/11  
 11,220.00 5/1/11 – 12/31/11  
 Deputy Zoning Officer 1.00  
 Planning Bd./Bd. of Adjustment Secretary 28,040.00

**MISCELLANEOUS**

Recycling Coordinator 9,156.50  
 Dog & Cat Registrar 4,744.00  
 Animal Control Officer 9,300.00  
 Recycling Attendant/Dumpster Attendant 13.01/hr.  
 Recycling Attendant Helper/Dumpster Attendant Helper 10.91/hr.

**LONGEVITY PAY** – In addition to the salary indicated above, each full-time employee shall receive longevity pay after five (5) years of continuous service, beginning on or before March 15<sup>th</sup>, including any officially authorized leave of absence, sick leave or vacation. Longevity pay shall not include additional compensation, such as overtime; and shall be calculated as follows:

Fifth year salary x 1%	employed 5 - 9 years
Tenth year salary x 1%	employed 10 - 14 years
Fifteenth year salary x 1%	employed 15 – 19 years
Twentieth year salary x 1%	employed 20 – 24 years
Twenty-fifth year salary x 1%	employed 25 years and more

**MISCELLANEOUS** – Travel expenses, training and education expenses, overtime, health and disability insurance, retirement and life insurance, paid holidays, sick pay, leaves of absence, paid vacations, equipment allowances, emergency meal allowances and other benefits shall be as set forth in the current Union Township Personnel Manual, or in accordance with applicable law.

Voice Vote	Moved	Seconded	Ayes	Nays	Abstain	Absent
Mr. Severino			X			
Mr. Mazza			X			
Mrs. Dziubek	X		X			
Ms. McBride		X	X			
Mr. Bischoff			X			

Motion carried

b. The following resolution was introduced for adoption:

**RESOLUTION #2011-73**  
**TOWNSHIP OF UNION, HUNTERDON COUNTY**  
**RESOLUTION TO REFUND DUPLICATE PAYMENT OF 2011 TAXES**

**WHEREAS**, the Tax Collector received payment of 1st quarter taxes on the following Block and Lot; and

**WHEREAS**, the Tax Collector received another payment of the 2011 1<sup>st</sup> quarter taxes on the same Block and Lot; and

**WHEREAS**, a request for a refund of the duplicate amount has been made.

**NOW, THEREFORE, BE IT RESOLVED**, on this 4th day of May, 2011, by the Township Committee of the Township of Union, Hunterdon County, State of New Jersey, as follows:

1. The Tax Collector shall reverse the duplicate payments of 1<sup>st</sup> quarter 2011 taxes.
2. The CFO shall refund \$736.82 to BAC Tax Services, PO Box 10211, Van Nuys, CA 91410, on Block 24, Lot 2, QC3106, for 28 The Crescest for re-imbursement to the account of Lynn E. Beyer..
3. This Resolution shall take effect immediately upon adoption.

Voice Vote	Moved	Seconded	Ayes	Nays	Abstain	Absent
Mr. Severino			X			
Mr. Mazza	X		X			
Mrs. Dziubek		X	X			
Ms. McBride			X			
Mr. Bischoff			X			

Motion carried

- c. The following resolution was introduced for adoption:

**RESOLUTION 2009-74**  
**Excavation Bond Refund**  
**Block 29 Lot 28**  
**Carol O. Esch, 2 Wood Road, Pittstown, NJ 08867**

**WHEREAS**, Carol O. Esch, did post an excavation bond in the amount of \$500.00 for work performed at Block 29 Lot 28, in the Township, and

**WHEREAS**, the work and inspections are complete, and

**WHEREAS**, the construction department has issued the Certificate of Occupancy and requested that this bond now be released back to Carol O. Esch,

**NOW, THEREFORE, BE IT RESOLVED**, that the excavation bond in the amount of \$500.00, be released to Carol O. Esch,

**BE IT FURTHER RESOLVED**, that this resolution shall take effect immediately.

Voice Vote	Moved	Seconded	Ayes	Nays	Abstain	Absent
Mr. Severino	X		X			
Mr. Mazza			X			
Mrs. Dziubek		X	X			
Ms. McBride			X			
Mr. Bischoff			X			

Motion carried

## MINUTES OF REGULAR MEETING May 4, 2011

- d. **Motion to Approve:** Proposal of Services for Website Design and Maintenance. Tabled pending additional information.
- e. **Mayoral Appointment:** Mayor Bischoff officially appointed Brett Bragin as a Citizen Member to the Environmental Commission.
- f. **Motion to Approve:** Mobile Food Vending License (Shaved Ice) – Thomas Obiedzinski. Tabled. Mr. Mazza will check with the Recreation Committee as to their conversation with Mr. Obiedzinski. The clerk will invite Mr. Obiedzinski to the next Committee Meeting.

**REPORTS**

**Attorney's Report** – Mr. Jost reported the following:

- Mr. Jost spoke with Municipal Judge Perkins and then prepared an ordinance dealing with the issue of disorderly conduct. Once the Attorney hears back from the Judge and Prosecutor, he will prepare the ordinance.
- Letter to be signed by the Mayor to County Freeholders regarding application for the Green Cycle Recycling Center.

**Atty. Jost asked for a Motion to authorize Mayor Bischoff and Pl. Bd. Chairman Brian Kirkpatrick to attend the Freeholders Meeting on the Green Cycle application.**

Voice Vote	Moved	Seconded	Ayes	Nays	Abstain	Absent
Mr. Severino		X	X			
Mr. Mazza			X			
Mrs. Dziubek	X		X			
Ms. McBride			X			
Mr. Bischoff			X			

**Motion carried**

- Exit 12 letter sent to NJ DOT but no response yet.
- Letter to be sent to HC Freeholders re: tractor-trailers turning around on Charlestown Road.
- Wrote a memo to the Tax Collector re: accepting payments by credit cards.
- The Attorney will provide the Committee with draft Ordinance for traffic and other municipal code enforcement for their review.

Ms. McBride prepared the resolution thanking Dr. Brendan W. Furlong for his effort at preserving the Douglass Farm. Atty. Jost asked the resolution be adopted.

**RESOLUTION #2011-75**

**Thanking Dr. and Mrs. Brendan Furlong for Historic Preservation Efforts**

**Block 29, Lot 13**

**Township of Union ("Douglass Farm")**

**WHEREAS**, the Township of Union acquired property known as Block 29, Lot 13, having a gross acreage of approximately 100 acres, located on Perryville Road and County Route 513 in the Township of Union, County of Hunterdon, State of New Jersey and commonly known as "Douglass Farm"; and

**WHEREAS**, it was at the time of the acquisition of said property intended to preserve Douglass Farm as a working farm and/or parkland or open space; and

**WHEREAS**, the Union Township Committee determined that Douglass Farm be auctioned as a permanently deed-restricted preserved farm, in order to fulfill the intention of the Township to protect this property from development, and to permanently preserve the Douglass Farm as an agricultural resource and preserved open space in Union Township; and

**WHEREAS**, the Douglass Farm was purchased at public auction as a preserved farm on December 10, 2009 by Dr. and Mrs. Brendan Furlong and title was taken to said farm by Deed dated January 26, 2010 in the name of "Four Furlongs Farm, LLC"; and

**WHEREAS**, Dr. and Mrs. Furlong have worked to preserve the historic integrity of the Douglass Farm barns and tenant house on this property; and

**WHEREAS**, resultant from all of these activities, the Township of Union Stewardship Group was awarded the Hermia Lechner Award for exceptional planning efforts that promote the conservation of natural resources on March 30, 2011 by the Hunterdon County Planning Board;

**NOW THEREFORE BE IT RESOLVED** by the Township Committee of the Township of Union, in the County of Hunterdon, State of New Jersey that the Township Committee hereby expresses its sincere appreciation to Dr. and Mrs. Brendan Furlong for their contributions to Union Township in preserving and restoring the "Douglass Farm", including its farmland, historic barns and tenant house, for future generations; and

**BE IT FURTHER RESOLVED** that the Township Committee wishes to formally recognize Dr. and Mrs. Furlong for their stewardship and preservation efforts of this valuable agricultural and historic resource, which is an important part of the cultural fabric of Union Township; and

**BE IT FURTHER RESOLVED** copies of this resolution be sent to Dr. and Mrs. Brendan Furlong, to Sue Dziamara, Hunterdon County Planning Director, to Patricia Lingelbach, Union Township Historical Society and to the *Hunterdon County Democrat*.

**BE IT FURTHER RESOLVED** that this resolution shall take effect immediately.

\_\_\_\_\_  
Ella Ruta, Clerk

\_\_\_\_\_  
William F. Bischoff, Mayor

Voice Vote	Moved	Seconded	Ayes	Nays	Abstain	Absent
Mr. Severino			X			
Mr. Mazza			X			
Mrs. Dziubek		X	X			
Ms. McBride	X		X			
Mr. Bischoff			X			

Motion carried

Invite Dr. Furlong to the next Committee Meeting for presentation of the Resolution.



**Mayor's Report**

- Quote: “Never give in, never give in, never, never, never – in nothing, great or small, large or petty – never give in except to convictions of honor and good sense.” Winston S. Churchill, address at Harrow School, October 29, 1941.
- Spoke with auditor Bob Swisher regarding LOSAP Audit. Mayor Bischoff said that the State law requires audits be done annually.
- Letter from Gov. Christie. Need support for implementing changes to Pension and Benefits Reform.
- Brad Patkochis, Chief of Quakertown Fire Dept. contacted the Mayor to discuss future EMS Services. The Mayor said it would be considered before next year's budget.
- Mayor's Meeting on May 31<sup>st</sup> re: Shared Services. Freeholder Walton asked that the Mayors come to the meeting with a list of services that they would be willing to share. Committee discussed and identified Animal Control. The Mayor will send an email to Mr. Walton.

**Committee Report**Mr. Severino reported the following:

- Tonnage recycling report - the Attorney will write a letter to DEP, with copies to school and Hampton Borough regarding receiving credits for recyclables sent to Hampton Borough from Union Township's schools.
- Talked to Lisa Coster from DONJON re: Bethlehem Township's request to use our electronic recycling facility. After discussion, the Committee decided not to allow other Townships to utilize our facility.
- Metal scrap collection contract – Atty. to look into the proposals. Container is in place to start collection. Clean Communities monies will be used for a step-up platform for the metal scrap dumpster and for an additional hour of work each Saturday for the attendant. Any metal that cannot be handled by the attendant will be left for the Road Dept. to handle during the week.

Mr. Mazza reported the following:

- Thanked Ms. McBride for trimming the landscaping in front of the Municipal Building. Ms. McBride would like to teach the Road Foreman how to prune the shrubs so he can train a member of the road crew to do it in the future.
- 10 Gano Road - maintenance done by the Road Department.
- Municipal Building parking lot – this week the Road Foreman will dig at the edge of the parking lot to see what the base is. Will contact the Engineer regarding a plan and cost.
- Issue with moving riding mowers between parks when mowing wet grass. One mower need to be modified instead of costly replacement of the mower deck. Mr. Mazza will investigate further.

Ms. McBride reported the following:

- Attended the Hunterdon Recycling Breakfast and forwarded information to Mr. Severino.
- Attended meeting organized by the Office of Planning Advocacy re: utilizing State planning to permit increase in economic and business growth. Hunterdon County was represented by three municipalities, Union Twp being one of them.
- Energy Audit performed on April 25<sup>th</sup>. Matt Severino and I were present for the audit. Draft copy of the report would be ready on May 13<sup>th</sup>.
- Recreational Trail Grant for Milligan Farm Park. The Committee agreed to Ms. McBride's request of an hour or less of the Engineer's time to discuss the project.
- Senator Doherty had written a bill to increase the portion of State Police violations fines kept by Municipalities which Mr. Bischoff has been working on for over a year. Ms. McBride will draft a letter for the Mayor's signature to send to Senator Paul Sarlo in support of the legislation.
- A Bill passed recently allowing the County or Municipality to charge the State for certain work on highways to prevent public hazards i.e., mowing along highways. The Attorney will contact the DOT for more information.
- Next to Louise's Diner there is a lot owned by DEP which is being used for dumping garbage. The Attorney remembered it was an abandoned gas station. Ms. McBride will contact the NJ DEP office.
- DEP announced \$12,400 for Clean Communities for 2011 for the Township.

Mrs. Dziubek reported the following:

- Website previously discussed.
- Discussed the need for Animal Control to coordinate a policy for disposing of dead animals.
- Personnel - working on converting Road Dept. to Department of Public Works. Road Foreman and Mrs. Dziubek preparing a list identifying things they do that are not road related. Attorney will check the statutes.

**Clerk's Report**

- Tax Collector's Spring Conference request. The cost of the conference is \$255. The Tax Collector is advised that per the Employee Manual, "The reimbursement must be repaid if the employee leaves Township employment within twenty-four months of receipt."

Voice Vote	Moved	Seconded	Ayes	Nays	Abstain	Absent
Mr. Severino	X		X			
Mr. Mazza			X			
Mrs. Dziubek			X			
Ms. McBride		X	X			
Mr. Bischoff			X			

Motion carried with reimbursement stipulation.

**PUBLIC COMMENTS** - none

**PAYMENT OF THE BILLS**

The approved list of bills and all claims against the Township of Union as appearing in the Claims Register of this date be paid and that all checks listed hereinafter be issued in payment thereof.

Voice Vote	Moved	Seconded	Ayes	Nays	Abstain	Absent
Mr. Severino	X		X			
Mr. Mazza		X	X			
Mrs. Dziubek			X			
Ms. McBride			X			
Mr. Bischoff			X			

Motion carried

**EXECUTIVE SESSION - None**

**ADJOURNMENT** - There being no further business to come before the Township Committee at this time, Mr. Severino made a motion to adjourn. Ms. McBride seconded the motion. Motion carried by unanimous favorable roll call vote.

Meeting adjourned at approximately 9:00 p.m.

Respectfully submitted,

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Ella M. Ruta, RMC  
Township Clerk

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William F. Bischoff, Mayor

Prepared by: Pat Essig, Administrative Assistant